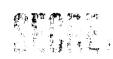
Approved For Release 2003/05/14: CIA-RDP78-04914A000200070009-6 EXHIBIT D
ACCOUNTS BRANCH, FISCAL DIVISION

| | | I. F | UNCTIONS |
|------|---|---------------------|---|
| | | 7 | The Accounts Branch will: |
| | | . 1 | Establish and maintain a centralized accounting control for all CIA funds. 25X1 |
| | | 2 | Establish and maintain detailed accounting records for all CIA |
| 25X1 | ļ | for C | Obtain appropriation accounts and procedures information from General Accounting Office |
| | | 4 | . Procure CIA funds from contributing agencies and deposit with Treasury Department. |
| | | the C | Prepare and process requisitions for transfer of CIA funds from Treasury Department to 25X1 hief disbursing officer. |
| | | 6 overs | . Prepare and process requisitions for transfer of funds from the chief disbursing officer to eas disbursing officers. |
| 25X1 | | 7 | Review, code, and record accounting information covering obligation documents involving CIA vouchered funds. |
| | | 8 | Review and record expenditure documents involving CIA vouchered funds. 25X1 |
| | | 9 justm hally | . Make necessary reconciliation of accounts including receipts, disbursement, transfers, ad- ents, and balances involving all vouchered and confidential funds appropriated for CIA inter- 25X1 and with Treasury Department and General Accounting Office. |
| | | 10 | . Make reconciliation of vouchered and confidential fund payroll deductions for tax, retirement, onds with Treasury Department. |
| | , | ll colle | Bill individuals, firms, and other government agencies for amounts due CIA make 25X1 |
| | | 12 | Effect accounting adjustments in CIA appropriations and funds. 25X1 |
| | | 13. approp | Maintain allotment ledger accounts and prepare monthly financial reports covering all open priations for submission to Treasury Department and General Accounting Office as required by law. |

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- 14. Prepare monthly status report on each allotment account for submission to CIA operating officials.
- 15. Prepare monthly analysis of appropriation status and monthly report of expenditures of subobject for Budget Officer and such special reports as may be requested.
- 16. Maintain prescribed technical liaison with Treasury Department, General Accounting Office, Department of Defense, State Department, and General Services Administration.

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